

# Team Management



# RECAP

# Importance of Leadership Communication Skills Time Management

## 6 QUALITIES/SIGNS OF A LEADER

### 1. ABILITY TO ANALYZE

- ANALYZE PEOPLE / SITUATION / ETC

### 2. ABILITY TO TAKE INITIATIVES

- PRESENT IDEAS / DISCUSS IDEAS / BUILD TEAMS

### 3. COURAGE

- IN SITUATIONS OF FEAR, BEHAVE NORMAL
- SPEAK UP AND EXPRESS IDEAS BOLDLY
- SPEAK THE TRUTH IN THE FACE OF A TYRANT
- CRITICISM → ANALYZE (RIGHT/WRON)
- SPEAK UP

### 4. BEING SERIOUS (DISCIPLINED)

- PART OF ACTIVITIES
- CLUBS / HOBBIES
- READING HABIT (READERS ARE LEADERS)
- TIME MANAGEMENT (BUSY PEOPLE)

### 5. AMBITIOUS

- AIMS FOR HIGHER OBJECTIVES / GOALS
- WANTS TO LEAVE A LEGACY
- REALISTIC DREAMERS

### 6. LEADERSHIP ENVIRONMENT

- RICH FAMILY / HIGHER STRATA OF THE SOCIETY
- BETTER EDUCATION / BETTER OPPORTUNITIES / EXPOSURE
- ACTIVIST FAMILIES

1. Active Listening
2. Clear & Concise Communication

TIME IS LIFE



# Team Management



# **WHAT IS TEAM MANAGEMENT ?**

TEAM MANAGEMENT IS A MANAGER'S ABILITY TO ORGANIZE AND COORDINATE TEAM MEMBERS TO EXECUTE TASKS AGAINST A COMMON GOAL.

Truly understand the difference between  
**Involve -Vs- Informed**



# 10

Effective Team  
Management  
Skills

1. Communicate openly and transparently 
2. Set clear team goals. 
3. Provide feedback regularly. 
4. Delegate tasks. 
5. Manage time. 
6. Settle team issues. 
7. Create Positive Team culture 
8. Build Personal Relationship & Trust 
9. Promote Team collaboration 
10. Celebrate Team Success 

1. Communicate openly and transparently.

1. Keep your team **informed about the Nasbul Ain** and your team's goals and targets.
2. **Clarify each one's tasks** and project deadlines, and make that information available to the entire team.
3. **Open and transparent communication** boosts motivation, satisfaction.
4. Make sure **everyone has understood** your point clearly.



## 2. Set clear team goals.

1. Your team and you **cannot have different team goals.**
2. Keep **goals clear and visible.**
3. In case of **multiple tasks, prioritize them** by 4 Quadrant Principle.
4. Keep **track of progress.** Measure and monitor the progress frequently.
5. **Take Team's advise** to keep them motivated and involved.



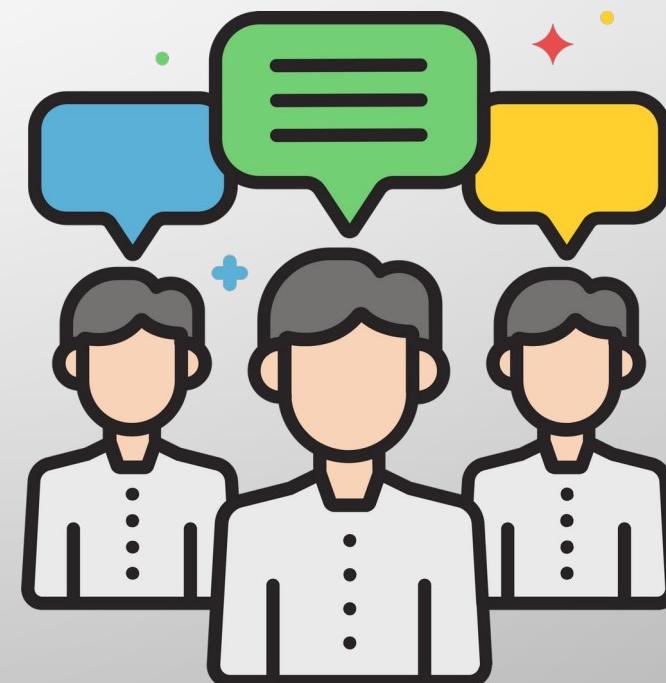
### 3. Provide feedback regularly.

1. **Continuous improvement** is a pillar of any success.
2. **Take Team's feedback** and try to make the team's job easier and the work environment healthier.
3. **Appreciate your team** member's contribution to the team.
4. It's an excellent strategy for **improving team performance**, **building trust**, and **boosting confidence**.

#### Team Engagement (Tanzeemi)

➤ Meeting Arrangement / task assignments

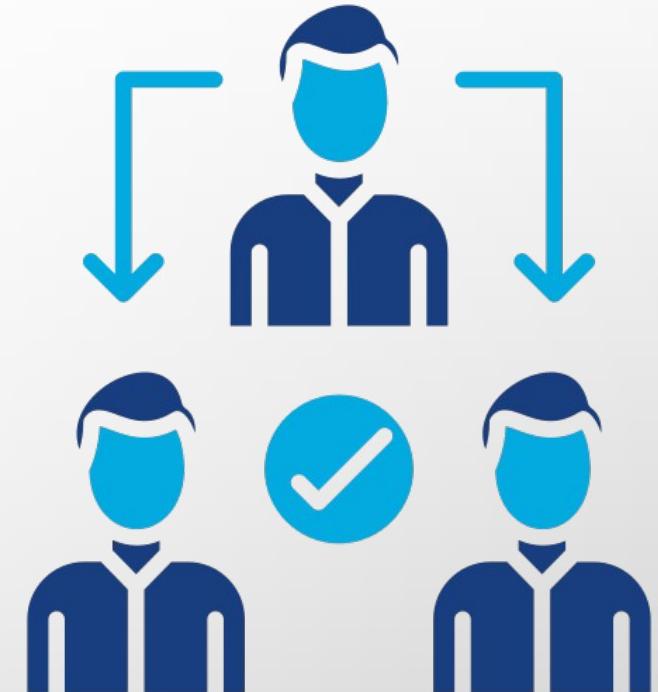
- Scheduling with objectives
- Making Agenda
- MoM & Action Points with deadlines
- Follow-up etc...



#### 4. Delegate tasks.

### Key = Proper Utilization of Resources

1. A good leader is one who sees positive traits of his team members & invest in them.
2. Assign tasks and responsibilities to those who are capable.
3. This is exactly what Mohammed SAS did with his companions.
4. Else, increase the Caliber/Potential of your team by giving them trainings (IC, AL, MT, SC, etc..).
  - 1) Bilal ibne Rabah - <sup>voice</sup> Moaazine Rasool SAS
  - 2) Hassan bin Thabit - <sup>Poetry</sup> Poet of the Rasool SAS
  - 3) Abu Ubaydah bin Jarrah - Ameenul Ummah - Protector of Ummah
  - 4) Hamza bin Abdul Muttalib - AsaduAllah - Lion of Allah SWT
  - 5) Khalid bin Waleed - SaifuAllah - Sword of Allah SWT
  - 6) Abu dhar al Ghaffari RA refused to give administrative



Example

## 5. Manage time.

1. Effective team leaders are **outstanding at managing time.**
2. **Leaders prioritize tasks**, so each team member knows what to do first.
3. Plan the **time to spend on each task** for the best team management strategy.
4. **Make accurate time estimates** for each task assigned to your team member.
5. **Compare** the teams **Actual time taken Vs Your time estimate allotted** to know your team member's efficiency for future use.



## 6. Settle team issues.

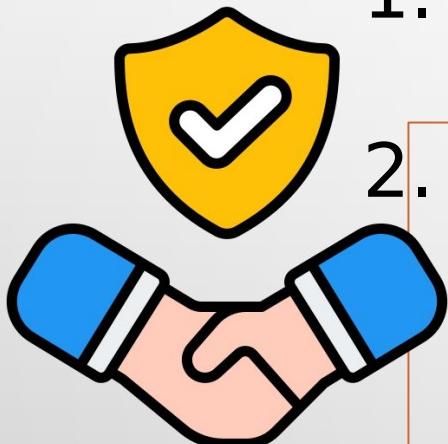
Step-1: Team members must think you love **How?** him the most

إِنَّمَا الْمُؤْمِنُونَ إِخْوَةٌ

1. Islam emphasizes on sincere love for Muslim brother.

2. All working for the same goal

فَيَمَا رَحْمَةً مَنَ اللَّهِ لِنَتَ لَهُمْ وَلَوْلَئِنْ قَطَّا  
الْقَلْبِ لَا نُفْضُوا مِنْ حَوْلَكَ فَاغْفُ عَنْهُمْ وَ اسْتَغْفِرْ  
لَهُمْ وَ شَأْوِرْهُمْ فِي الْأَمْرِ - فَإِذَا عَزَمْتَ فَتَوَكِّلْ عَلَى  
اللَّهِ - إِنَّ اللَّهَ يَعْلَمُ كُلَّ شَيْءٍ



کرو اللہ کو جو اپنے لوگوں کی بڑی رحمت کی سند میں جائیں گے اس کے لیے  
شریکِ مشور رکھو، بھر جب تمہارا عزم کسی رائ پر مستحکم و جائز تو اللہ پر بھروسہ  
کرو، اللہ کو جو اپنے لوگوں کی بڑی رحمت کی سند میں جائیں گے اس کے لیے bahut naram mizaj  
Aye Paighambar (saw), yeh Allah ki badi rehmat hai ke tum un logon ke liye bahut naram mizaj  
(Aal-e Imran Ayat 159) waqae hue ho. Warna agar kahin tum tund khe aur sangdil hote to yeh sab tumhare gird o pesh se chat jaate, Inke khusoor maaf kardo, inke haqq me dua-e-maghfirat karo aur deen ke kaam me inko bhi Shareek-e-mashwara rakho. Phir jab tumhara azm kisi rae par mustahkam ho jae to Allah par bharosa karo. Allah ko woh lag pasand hai jo usi ke bharose par kaam karte hai. (Surah Aal-e-Imran)

## 6. Settle team issues.

Step-1: Team members must think you love him the most  
**How?**



- Soft hearted
- Forgive Mistakes
- Pray for Forgiveness
- Consultation

نرم مزاج

قصور معاف کرنا

دعا مغفرت کرنا

مشورہ کرنا

## 6. Settle team issues.

### Step-2: Conflict Resolution

#### 1. Dialogue and mediation (*Hujarat - 9*)

اور اگر مسلمانوں کو دو گروہ آپس میں لڑ پڑیں تو ان کو درمیان مصالحت کر ائے پس اگر ان میں سے ایک دوسرے پر تعددی کرے تو اس سے جنگ کرو جو تعدی کرتے تاکہ وہ اللہ کی طرف رجوع کرے پس اگر وہ رجوع کرے تو ان کو درمیان عدل کو ساتھ مصالحت کرا دو اور ٹھیک ٹھیک انصاف کرو۔ بشکر اللہ

#### 2. Arbitration (*Nisa - 35*)

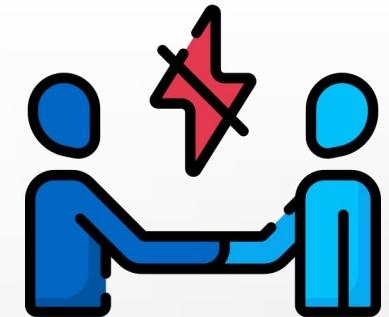
انصاف کرنے والوں کو محبوب رکھتا ہے۔

ور اگر تمہیں میان بیوی کو درمیان افتراق کا اندیشہ ہے تو ایک پنج مرد کو لوگوں میں سے مقرر کرو اور ایک پنج عورت کو لوگوں میں سے اگر دونوں اصلاح کو طالب ہوئے تو اللہ ان کو دینے کا بھائیک کرے۔

#### 3. Justice & Fairness (*Maaida - 8*)

علیم و خیر ہے، عدل کو علم بردار بنو، اللہ کو لیے اس کی شہادت دیتے ہوئے، اور کسی قوم کی دشمنی تمہیں سے بات پر نہ ابھارے کہ تم عدل نہ کرو۔ عدل کرو۔ یہی تقوی سے قریب تر ہے اور اللہ سے ڈرتے رہو۔ اللہ جو کچھ تم کرتے ہے

#### Example



1. Gazwae banu mustaliq me muraisa kuwen ka waqia. Umar RA ka gulam Jahjae Giffari with Sinan Juhani Ansari Sahabi
2. Sulah hudaibiya ka waqia

## 7. Create Positive Team culture

**1. Don't** let anyone **spoil the spirit** of the unit.

**2. Don't** let anyone **create negativity** within the team. Keep an eye and personal relationship with everyone.

3. If anyone is **feeling bad, counsel** him **one-to-one**.

**Creating Positive team Culture**

**RESULTS in....**

1. team focuses on the **Organizational behavior** (Tanzeem).

**2. Dedicate** themselves to the assigned tasks.

3 Maintains **Discipline** and **punctuality**



## 8. Build Personal Relationship & Trust

### Individual Team Meet

1. Have **One-to-One informal meetings** on tea or dinner.
2. You must **know** their immediate **family members wife, kids, parents, brothers and sisters.**
3. What your team mate **job** is and how **comfortable** he is in his job.

4. What are his **challenges** he is facing and his  
**1. How you can help him** in his professional and personal  
**ambitions** to grow further.  
challenges
2. If you cannot help him directly, can you **find some one who can**



Firstly

Secondly

## 9. Promote Team collaboration

### 1. Collaborative teams get more things done faster

and with less drama.

2. Team members who brainstorm together and help each other are happier at work.

3. Happiness ignites their productivity and makes them feel safe about sharing problems.



Nateej  
a

Your team members find creative solutions to overcome challenges faster and more efficiently.

## 10. Celebrate Team Success

1. **Recognize the effort** and outcomes of their team members.

2. Team **members must feel appreciated** to keep their **motivations high**.

3. Make time to **celebrate your team's achievements**.

4. Dedicate a slot in your agenda to **praise their results** in the Tanzeemi Program.

5. **Celebrate** individual and **personal life achievements** in the team.

6. Make your team members **feel each other as family members**



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